

Transportation and Travel
OFFICIAL TEMPORARY DUTY TRAVEL OUTSIDE UNITED STATES – THEATER,
COUNTRY, AND SPECIAL AREA CLEARANCE

History. This is the first printing of FORSCOM Regulation 55-46.

Summary. This regulation provides guidance for requesting travel clearance for overseas official duty travel. Travelers are required to obtain the appropriate clearances prior to commencing official duty travel outside the United States (OCONUS).

Applicability. This regulation applies to Headquarters, Forces Command (HQ FORSCOM), FORSCOM units/activities, and FORSCOM Operating Activities.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Commander, FORSCOM (AFAG), 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Suggested improvements. The proponent of this regulation is Deputy Chief of Staff, G-1, Adjutant General, Personnel Policy and Programs Branch (AFAG-PPP). Users are invited to send comments and suggested improvements on [DA Form 2028](#),

Recommended Changes to Publications and Blank Forms, to Commander, FORSCOM (AFAG-PPP), 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Restrictions. Approved for public release; distribution unlimited. Local reproduction is authorized.

FOR THE COMMANDER:

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General, USA
Commanding

//ORIGINAL SIGNED//
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Colonel, Signal Corps
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Distribution. This publication is available in electronic media only. Distribution is intended for command levels A, B, C, D, and E.

Copies furnished:
HQ FORSCOM (AFCI-PR) (record copy)

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1. Purpose.

a. The purpose of this regulation is to outline responsibilities, policies, and procedures for obtaining theater, country, and special area clearances for official temporary duty travel abroad. This procedure also applies when the Foreign Clearance Guide (FCG) specifies that clearance must be obtained for ordinary leave travel to an overseas location.

b. This regulation further documents the recommended timeframe for, and required contents of, requests for travel clearance as outlined in [AR 55-46](#).

c. It provides guidance pertaining to the processing of travel clearance requests by HQ FORSCOM and clarifies how to determine when travel clearance is required.

2. References.

- a. [AR 55-46](#), Travel Overseas
- b. [DOD 4500.54G](#), DOD Foreign Clearance Guide
- c. [DOD 4500-54](#), Official Temporary Duty Travel Abroad
- d. [Joint Travel Regulations](#)

3. Explanation of Terms.

a. There are no unique terms or abbreviations used in this regulation.

b. See references 2a through 2d for an explanation of terms used in the supporting publications that are also used in this regulation.

4. Responsibilities.

a. Deputy Chief of Staff, G-1 Adjutant General will:

(1) Provide general guidance on the policies and procedures for obtaining theater, country, and special area travel clearance.

(2) Maintain a copy of [DOD 4500.54G](#), Foreign Clearance Guide (FCG).

(3) Request travel clearances IAW current [FCG](#) procedures, follow-up on requests, and respond to requestors.

(4) Provide instructions for requesting travel to Canada upon request.

b. Heads of HQ FORSCOM Staff Agencies and Commanders of organizations subordinate to FORSCOM will:

(1) Provide the information required by Appendix A via command distribution, official mail, or electronic mail (AFAGPSS@FORSCOM.ARMY.MIL) to Commander, FORSCOM (AFAG-PPP), 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062, to obtain travel clearance.

(2) Manage overseas official duty travel to ensure that requests reach this Headquarters not later than 45 days prior to the requested date of departure. Incomplete or late requests are either delayed by missing information and subsequently disapproved or are automatically disapproved by either the approving command or Department of State.

(3) Use the online travel clearance request located on the USAREUR G-3 secure website at WWW.G3.HQUSAREUR.ARMY.SMIL.MIL to obtain clearance for travel to countries in the USEUCOM/USAREUR AOR. Travel clearance approval may be assumed seven days following request unless notified otherwise. The USAREUR website will also show the status of requests.

5. Policies

a. Heads of HQ FORSCOM Staff Agencies and Commanders of organizations subordinate to FORSCOM will:

- (1) Obtain approval for, or approve, OCONUS TDY IAW reference 2b.
- (2) Minimize and consolidate travel to oversea areas whenever possible.
- (3) Utilize Military Air transportation whenever it meets mission requirements.
- (4) Ensure all travelers complete required force protection or any other country specific security briefings required for oversea travel.
- (5) Obtain travel clearance for all official duty travel, permissive TDY, and leave when required by the Foreign Clearance Guide.
- (6) Comply with USAREUR policy when requesting travel clearance for countries in the USEUCOM/USAREUR AOR.

b. Forces Command, Deputy Chief of Staff, G-1, Adjutant General, will receive and process all travel clearance requests IAW this regulation and references 2a through 2d. Requests received inside 45 days prior to the requested date of travel, or delayed by missing information to a date inside 45 days, will normally be disapproved by either the Department of State or the HQ having responsibility for the area being visited.

APPENDIX A - SAMPLE TRAVEL REQUEST

AFX

**MEMORANDUM FOR Forces Command (AFAG-PPP), 1777 Hardee Avenue, SW.,
Fort McPherson, Georgia 30330-1062**

SUBJECT: Request for Theater/Country/Special Area Clearance

1. Request travel clearance(s) as follow:

- a. Countries to be visited:**
- b. Name, rank/grade, social security number (SSN), position title, current organization, and security clearance of each traveler: (list may be attached if required)**
- c. Specific purpose of visit. If based on an invitation, provide point-of-contact data for individual/agency extending the invitation.**
- d. Proposed itinerary. Specific dates/times of arrival/departure; include all transit points and flight information.**
- e. Alternate visit dates.**
- f. Name, rank/grade, and position/title of key personnel to be contacted. If meeting with foreign nationals include address/location and telephone number. Travelers must provide valid POC info to include phone number and e-mail address.**
- g. Logistical/administrative support requested. If previously arranged, so state.**
- h. Points of contact: (requesting unit and at each country visited)**

2. Reason for request:

FOR THE COMMANDER

**DOD TRAVEL
XXX, USA
Adjutant**